

Human Resources Training Calendar
July, August, September 2015
Including
Performance Evaluation Training Schedule

Performance Evaluation Training
(Yuma County Employees Only)

The Performance Evaluation has gone through significant changes and we are looking forward to passing those changes on to all Yuma County supervisors.

Please reserve your seat on Eventbrite (see web site addresses below)

Date	Times	Approx Seating	Location	Recommended Attendees	Judicial Co-Jet Designation
July 16, 2015	8 a.m. - Noon	20	BOS Auditorium 198 S. Main St.	Department Directors, Deputy Directors, Supervisors at all levels, Lead Workers	N/A

<https://www.eventbrite.com/e/performance-evaluation-training-july-16-morning-tickets-17234375481>

Please see Training Calendar beginning on page 2

Human Resources Training Calendar

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TO REGISTER: CLICK ON WEB SITE ADDRESS FOR EACH CLASS OR
COPY & PASTE THE WEB SITE ADDRESS IN THE BROWSER
PLEASE SEE STEP-BY-STEP INSTRUCTIONS BELOW

Class	Training Dates & Times	No. Hrs.	Location	Recommended Attendees	Judicial Co-Jet Designation
Body Language Workshop	August 26, 2015 9:00 a.m. - 3:30 p.m.	5.5	Main Library 2951 S. 21st. Dr. Room A Yuma, AZ 85364	All employees	Communication

“The face is the mirror of the mind, and eyes without speaking confess the secrets of the heart.”

(from St. Jerome quotes). Learn the 5 "C's" of body language, learn how other's interpret your body language and how you can control what your body is saying to others and train on how to interpret the body language of others. Facilitated by Rudy Acosta and Veda Bishop



<http://body-language-workshop.eventbrite.com>

	September 17, 2015 8:30 a.m. - 12:00 p.m.	3.5	BOS Auditorium 198 S. Main St.	Supervisors at all levels.	Leads to improved job-related skills, knowledge or abilities
				Encourage supervisors who have attended Super Manager Training .	


Coaching Through Conflict - Super Manager Training 2: This 3.5 hour workshop will provide guidance to addressing internal individual and team conflict. As a supervisor-coach-mentor learning how to deal with team dynamics and cohesion is a part of our everyday job. You will learn about the four principles: active Listening, non-verbal communication, using “I “statements, and avoiding common communication obstacles. Felica Frausto, Facilitator


To Register:


<http://coaching-through-conflict.eventbrite.com>

Class	Training Dates & Times	No. Hrs.	Location	Recommended Attendees	Judicial Co-Jet Designation
Customer Service in Government 	August 11, 2015 8:30 - 11:30 p.m.	3	Human Resources Training Room 198 S. Main St.	All employees	Leads to improved job-related skills, knowledge or abilities
<p>Government agencies are under intense pressure to improve services and become more transparent to citizens and other stakeholders—pressure that stems in part from government mandates. Agencies at all levels of government are being called upon to provide more-responsive service, better collaboration with customers, increased transparency to the general public, and more-proactive efforts to improve customer satisfaction. This class outlines how government agencies can rise to meet these challenges by adapting eight customer service best practices to their own situations - fulfilling customer expectations in the process and complying with internal mandates, improving staff morale, and gaining deeper insight into conditions that have an impact on the agency mission while increasing productivity and reducing costs.</p> <p>http://customer-service-in-government.eventbrite.com</p>					
Differences That Make a Difference 	September 15, 2015 8:30 a.m. - 12:30 p.m.	4	HR Training Room 198 S. Main St. (downstairs)	All employees	Ethics Communication
<p>Diversity for all employees matters Part of what makes an organization stand out is the diversity among all workers. Diversity brings an abundance of new ideas and opportunities for everyone. Although some challenges come with diversity, the benefits it brings will help create a strong, successful organization. A class for employees at all levels.</p> <p>“Tolerance implies a respect for another person, not because he is wrong or even because he is right, but because he is human.” ~ John Cogley Commonwealth</p> <p>http://differences-that-make-a-difference.eventbrite.com</p>					

Class	Training Dates & Times	No. Hrs.	Location	Recommended Attendees	Judicial Co-Jet Designation
<p>Examine progressive discipline as it transitions into formal discipline in accordance with Chapter 8 of the Yuma County Rules and Regulations. In addition, a review of the hearing process and its functions will be presented. All supervisors are welcome.</p> <p>SUPER MANAGER TRAINING 2: If you have attended Super Manager Training, this is a detailed follow-up to the discipline portion of Super Manager Training.</p> <p>http://discipline-from-chaos-to-order.eventbrite.com</p>					
Eat That Frog Part 1	July 21, 2015 8:30 a.m. - 12:30 p.m.	4	HR Training Room 198 S. Main St. (downstairs)	All employees	Leads to improved job-related skills, knowledge or abilities
<p>Eat That Frog!: There is one quality that one must possess to win, and that is definiteness of purpose, the knowledge of what one wants and a burning desire to achieve it...Napoleon Hill. There's an old saying that if the first thing you do each morning is to eat a live frog, you'll have the satisfaction of knowing that it's probably the worst thing you'll do all day. Using "eat that frog" as a metaphor for tackling the most challenging task of your day... the one you are most likely to procrastinate on, but also probably the one that can have the greatest positive impact on your life...Eat That Frog! shows you how to zero in on the critical tasks and organize each day. You'll not only get more done faster but get the right things done. This class has been divided into two parts. The first part will address setting goals, tasks, etc., while the second part will concentrate on use after the first part, preparation, motivating yourself, thoroughness, etc.</p> <p>To Register:</p> <p>http://eat-that-frog-part-1.eventbrite.com</p>					
Eat That Frog Part 2	July 28, 2015 8:30 a.m. - 12:30 p.m.	4	HR Training Room 198 S. Main St. (downstairs)	All employees Employees must attend Part 1 prior to taking Part 2.	Leads to improved job-related skills, knowledge or abilities
<p>Eat That Frog!: See Above. Part 2 of Eat That Frog. Part 2 will concentrate on use after the first part, preparation, motivating yourself, thoroughness, etc.</p> <p>To Register:</p> <p>http://eat-that-frog-part-2.eventbrite.com</p>					

Class	Training Dates & Times	No. Hrs.	Location	Recommended Attendees	Judicial Co-Jet Designation
Effective Project Management	September 22, 2015 9 a.m. - 4:30 p.m.	6.5	Main Library 2951 S. 21st. Dr. Room A Yuma, AZ 85364	All employees	Leads to improved job-related skills, knowledge or abilities
Effective Project Management: Almost everyone, at one time or another, is asked to take on extra projects. This class will address planning, scheduling and controlling the project and how to apply the universal 6-stage project management model.					
http://effective-project-management.eventbrite.com					
Establishing Boundaries ★ SMT "Prequel" 	August 27, 2015 8:30 a.m. - 12:30 p.m.	4	BOS Auditorium 198 S. Main St.	Supervisors at all levels. Encourage those who have become supervisors over the last year.	Leads to improved job-related skills, knowledge or abilities
http://establishing-boundaries.eventbrite.com					
FMLA Quarterly Update	September 10, 2015 10:00 a.m. - 11:30 a.m.	1.5	BOS Auditorium 198 S. Main St.	All employees Encourage all supervisors to attend FMLA training	Leads to improved job-related skills, knowledge or abilities
1st Quarter FMLA Training: Periodically, there are updates and/or changes to the Family Medical Leave Act (FMLA). We, in Human Resources, know that is important to keep supervisors abreast of those changes; therefore, Jessica Rodriguez, Human Resources Employee Relations Analyst, is presenting an FMLA Update. Jessica will be answering your questions and discussing any concerns you may have.					
If you have questions, contact Jessica Rodriguez at 373-1163 or jessica.rodriguez@yumacountyaz.gov					
http://fmla-1st-quarter-update.eventbrite.com					

Class	Training Dates & Times	No. Hrs.	Location	Recommended Attendees	Judicial Co-Jet Designation
New Hire Benefits Enrollment: Newly hired employees will receive detailed information and enrollment guidance in relation to their benefits entitlements which include health and life insurance. Included in the program will be information in relation to optional dependent coverages.					
New Hire Orientation COUNTY EMPLOYEES ONLY	August 4, 2015 September 1, 2015 8:30 a.m. - 12:00 p.m.	3.5	Human Resources Training Room (Downstairs) 198 S. Main St.	COUNTY EMPLOYEES ONLY: All full-time and part-time new hire employees; employees moving from part-time to full-time.	N/A
New Hire Orientation covers County and Judicial Structure, leave accruals and usages, salary structures, rules, regulations for new employees, retirement and other pertinent information for the new employee.					
New Hire Orientation JUDICIAL EMPLOYEES ONLY	August 4, 2015 September 1, 2015 1:00 P.m. - 2:00 p.m.	2	Human Resources Training Room (Downstairs) 198 S. Main St.	JUDICIAL EMPLOYEES ONLY: All full-time and part-time new hire employees; employees moving from part-time to full-time.	N/A
New Hire Orientation covers County and Judicial Structure, leave accruals and usages, salary structures, rules, regulations for new employees, retirement and other pertinent information for the new employee.					
Practicing Workplace Etiquette 	July 30, 2015 9:00 a.m. - 12:00 p.m.	3	Human Resources Training Room (Downstairs) 198 S. Main St.	All employees	Ethics
New Class: Workplace Etiquette. Ever work with someone who is impolite, rude, thoughtless? We have all been there...this class is a reminder of good manners, i.e., saying excuse me when necessary, removing old food from the refrigerator, conduct during meetings, when to put down that cell phone and dress attire which leaves the virtue in the workplace intact.					
http://practicing-workplace-etiquette.eventbrite.com					

Class	Training Dates & Times	No. Hrs.	Location	Recommended Attendees	Judicial Co-Jet Designation
Real Colors - Real Issues 	August 20, 2015 8:30 - 12 Noon	3.5	Main Library 2951 S. 21st Drive Room A	All employees (Must have taken Real Colors - Unlocking Temperament Differences prior to taking any other Real Colors Workshops)	Ethics
Real Colors - Real Issues: There are issues that affect everyone. You often experience issues with family, friends and co-workers that you must address on a daily basis. Real Colors - Real Issues will assist you in developing skills in identifying issues, the cause of the issue and a strategy in resolving the issue using Real Colors to produce a positive outcome.					
http://real-colors-real-issues.eventbrite.com					
Real Colors - Unlocking Temperament Differences (Must be taken before any other Real Colors Workshops)	September 23, 2015 8:30 a.m. - 12 Noon	3.5	Main Library 2951 S. 21st Drive Room A	All employees	Ethics
Real Colors - Unlocking Temperament Differences: During the course of this workshop, we are going to explore another aspect of color (temperament). Specifically, we're going to examine what the colors (temperaments) look and act like when they are under stress.					
http://realcolors-unlockingtemperamentdifferences.eventbrite.com					

Class	Training Dates & Times	No. Hrs.	Location	Recommended Attendees	Judicial Co-Jet Designation
Workplace Harassment	Wednesday, August 5: 1:30 p.m. - 4:30 p.m. Thursday, September 3: 8:30 a.m. - 11:30 a.m.	3	Human Resources Training Room (Downstairs) 198 S. Main St.	All new employees, including temporary, interns, volunteers part-time, are required to attend. Open for any other employees wishing to take the class (subject to seating availability).	Ethics

Workplace Harassment: This class covers harassment based on race national origin, religion, age, disability, and sexual orientation as well as generalized types of harassing behavior. **E-mail: Christina.Eastin@yumacountyaz.gov for reservations**

TO REGISTER go to web address displayed with class description (you may have to copy and paste it into your browser):

1. Click on **REGISTER**
2. Scroll down and enter your name and e-mail address (required)
3. Scroll down and click on **COMPLETE REGISTRATION**
4. Confirmation page appears; click on the calendar
5. Click on **OUTLOOK** and it will automatically send you an appointment and confirmation to the e-mail address you entered. It will *not* be necessary to print the ticket to attend.

To CANCEL a registration: Only the person who made the registration will be able to cancel it (for example, if your supervisor registers you for a class, your supervisor is the only person who can cancel it.

1. Log in using the same web address and e-mail address used when registering for the class.
2. Click on **MY TICKETS** and find the name of the class you are registered to attend.
3. Click **VIEW ORDER** (if you don't see the event, you might need to click **All Orders** under **Current Orders**)
4. Click on **CANCEL ORDER**
5. Click **YES, CANCEL THIS ORDER**